



OPI – Title I Family and Community Engagement (FACE) Program

Family Engagement Tool

Application to Participate

| | | | |
|---|--|-------------|--|
| District Name | | | |
| Districts with an enrollment of less than 1000 students may apply as a system, with the understanding that the same team will complete all required evaluations and plans. | | | |
| School Name(s) | | | |
| School Address(es) | | | |
| City, State, Zip | | | |
| School Telephone | | | |
| Summer Telephone | | | |
| Fax | | | |
| Grade Levels (e.g., K-6) | | | |
| Enrollment | | | |
| Title I School? | | | |
| MBI School? | | | |
| % of Students Receiving Free/Reduced Lunch | | | |
| Principal Name | | | |
| Principal E-mail Address | | | |
| Secondary E-mail | | | |
| Superintendent's Name | | | |
| Superintendent E-mail | | | |
| Secondary E-mail | | | |
| District Address | | | |
| <p>I have carefully read and understand the Family Engagement Tool Timeline and Expectations provided. I further understand that my role as the agent for a Participating School is to work in partnership with my school team through the self-assessment process. As the agent for my school, I understand that it is my responsibility to: Submit the online School Information Form, gather policy documents to be evaluated, work with the school team and External Partner in the policy evaluation, complete the School Community Survey, work with the school team to create a needs assessment, work with the school team to develop an action plan, lead the school team through the implementation process and monitor and evaluate the implementation.</p> <p>Our school understands the commitments outlined above and applies to participate. I, hereby, certify that I am qualified and authorized to make this decision on behalf of my school.</p> | | | |
| Signature of Principal | | Date | |
| Superintendent Signature | | Date | |
| Fax or mail this form to: | Cheryl Heldt, Title I FACE Program Assistant, Family Engagement Tool Lead Montana Office of Public Instruction, PO Box 202501, Helena, MT 59620-2501 Telephone: 406-444-0686, Fax: 406-444-1373, E-mail: cheldt@mt.gov | | |



Family Engagement Tool Timeline & Expectations

Application Process

- Step 1 – Submission of the Application to Participate
- Step 2 – Review of Application by the OPI’s FACE Support Team
- Step 3 – Notification of Schools/Systems Selected to Participate
- Step 4 – Orientation Webinar

Ongoing
Within 10 days of submitting
Within 20 days of submitting
Within 10 working days of notification

Timeline for Completion of the Family Engagement Tool

Step 1 – Complete School Information Form

Within 20 working days of notification

The principal completes an online School Information Form. The results are entered using “Input School Info Data” and copies are printed for the school team to review when completing the Needs Assessment and Plan.

Step 2 – About Your School

Within 30 working days of notification

The principal completes the “About Your School” document that captures current parent involvement procedures and practices. The information is entered using “Input About Your School” and copies are printed for the school team to review when completing the Needs Assessment and Plan.

Step 3 – Complete Policy Analysis

Within 50 working days of notification

The principal gathers the following key documents, if available, for review by the school team when completing the Policy Analysis.

- | | |
|---------------------------------------|--------------------------------|
| 1. District Parent Involvement Policy | 4. Homework Policy |
| 2. School Parent Involvement Policy | 5. Student Report Card |
| 3. Compact | 6. Classroom Visitation Policy |

The school team scores their key documents using the Family Engagement Tool rubric. The results are entered using “Input Policy Analysis,” and a scored report is printed for the school team to review when completing the Needs Assessment and Plan.

Step 4 – Complete School Community Survey

Within 70 working days of notification

Each member of the school team individually completes the School Community Survey first. Then the school team meets to fully discuss each question and select one answer by consensus. The results are entered using “Input School Community Survey” and a scored report is printed to review when completing the Needs Assessment and Plan.

Step 5 – Complete Needs Assessment and Plan

Within 90 working days of notification

The school team meets to complete the Needs Assessment and make recommendations to include in the School Improvement Plan based on information derived from the School Information Form, rubric scoring of key documents, and the School Community Survey results. More than one meeting may be required. Click the *Wise Ways*® links to find helpful information on specific topics. Print out the *Wise Ways*® for the team.

When activities are entered into the School Improvement Plan, detailed tasks, timelines, and persons responsible for completion of the tasks should be included. Approximately five hours are necessary for the team to complete the entire analysis. This time can be efficiently divided among three meetings of 90 minutes each (one meeting for Step 3, 4, and 5 in the process). Or, the team may choose to meet twice for an extended amount of time (approximately 2 ½ hours each meeting). It is also possible to devote a half-day to the process and complete the analysis in one five-hour meeting.